



## JOB DESCRIPTION

<b><u>TITLE:</u></b>	<b>STAFF DRIVER</b>
<b><u>HOURS:</u></b>	<b>10AM – 1PM</b>
<b><u>SUPERVISOR:</u></b>	<b>VOLUNTEER COORDINATOR</b>
<b><u>SALARY:</u></b>	<b>\$16.00 PER ROUTE</b> <b>\$ 6.00 PER ROUTE GAS REIMBURSEMENT</b>

### **SUMMARY STATEMENT OF POSITION:**

Driving up to three routes per day delivering food to homebound people across Rockland County. The routes are assigned by 10:00 a.m. each weekday by the Volunteer Coordinator who first assures that all volunteer sources are exhausted. Every effort is made to schedule the routes within reasonable driving distance from each other and to work in tandem with each other.

### **Responsibilities**

- Report to the Volunteer Coordinator before 10:00 AM and remain available until 1:00 PM
- Deliver hot and cold meals to assigned clients
- Complete up to three delivery routes per day, as assigned
- Deliver additional programs (e.g., blizzard boxes, pet pantry, special deliveries) as needed
- Use the designated mobile app during deliveries
- Follow all safety and food handling procedures
- Report any unsafe conditions or client concerns to the supervisor
- Perform other related duties as assigned

### **Qualifications**

- Self-motivated
- Able to follow written directions and delivery routes
- Strong communication skills and good judgment
- Dependable, resourceful, and respectful when interacting with clients
- Willingness to work in various weather conditions and holidays

### **Minimum Requirements**

- Proof of valid driver's license and auto insurance
- Clean driving record
- Automobile available 5 days a week
- Have a working cellphone

**EQUAL OPPORTUNITY EMPLOYER**